

## Specifications for Uniform Rental and Laundry Service

The following specifications are the minimum requirements as set forth by the Department of Administration, Procurement Division, developed to use by all agencies and are intended to be open and non-restrictive.

If bidder is networking with regional offices, the bidder will be responsible for all offices throughout the State and will be the sole point of contact

### SPECIFICATION

### YES/NO

- |  |         |
|--|---------|
| 1. Vendor shall develop a full service uniform rental and lease program to provide uniforms and accessories  | ___/___ |
| 2. Vendor shall individually measure each employee and issue a set of uniforms specifically for that employee.   | ___/___ |
| 3. All garments shall be accurately sized- May require on-site visit. <b>Call before measurements.</b> Please be prompt due to different shifts.   | ___/___ |
| 4. Size changes shall be provided at no cost.  | ___/___ |
| 5. Vendor shall charge a one-time fitting fee for extended sizes instead of separate billing for each uniform.   | ___/___ |
| <b>6. Dept of Health only:</b> For fitting of proper sleeve and coat lengths; fitting address: 550 West 16 <sup>th</sup> Street Indianapolis IN 46202, PH # 317-921-5500. If special made coats – need delivery in 3 weeks.  | ___/___ |
| 7. Vendor shall provide professional cleaning, pre-treating, and pressing, making regular deliveries (the same day each week) to pick up the soiled uniforms, inspect for damage, track soiled uniforms, and deliver a clean set.  | ___/___ |
| 8. (11) sets of uniforms shall be supplied within a (2) week period for each employee and new hire employee, using the rental program. (7) new sets of uniforms shall be supplied for each employee or new hire using the lease program.   | ___/___ |
| 9. Vendor shall inspect all garments and make any necessary repairs.   | ___/___ |
| 10. Vendor and agency shall inspect and automatically replace badly stained, worn or frayed garments if both are in agreement the garments need replaced   | ___/___ |
| 11. Verification of garments picked up and returned - Agency may require the vendor to sign documentation verifying how many garments were picked up and how many were returned.   | ___/___ |
| 12. Uniforms that are delivered to using agency badly stained or excessively wrinkled will be returned at vendors expense and a replacement provided within (1) week.  | ___/___ |
| 13. Name and division labels shall be sewn or securely adhered in the proper location before delivery. Uniforms received by using agency with incorrect names and/or divisions will be returned to the vendor for correction at vendor's expense. Missing or torn labels will be replaced and/or repaired by vendor before delivery. | ___/___ |
| 14. Vendor shall maintain an inventory of common sizes in-stock.   | ___/___ |
| 15. Items ordered with embroidery directly on the garment must be purchased by using agency at the time garment is removed from service at replacement cost as stated in bid.  | ___/___ |
| 16. Uniforms for new employees and replacement uniforms for existing employees must be provided through the <b>entire</b> term of the contract within 2 weeks of the request from the requesting agency.   | ___/___ |
| 17. Invoicing will be by the <b>MONTH</b> , not by the week (please see invoicing guidelines)  | ___/___ |



## **UNIFORM SPECIFICATIONS**

## **YES/NO**

### **Women's Full Elastic Waist Slacks**

Fabric shall be minimum 7 ¾ oz twill, 65%polyester/ 35% combed cotton

\_\_\_/\_\_\_

Slacks shall be post-cured durable press

\_\_\_/\_\_\_

Slacks shall be available in a variety of colors

\_\_\_/\_\_\_

Slacks shall be clean, neatly pressed, and free from rips and tears

\_\_\_/\_\_\_

Women's sizes available from 6-20 and 22-28

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

### **Women's Half Elastic Waist Slacks**

Fabric shall be minimum of 7 ½ oz twill, 65%polyester/ 35% combed cotton

\_\_\_/\_\_\_

Slacks shall be post-cured durable press

\_\_\_/\_\_\_

Slacks shall be available in a variety of colors

\_\_\_/\_\_\_

Slacks shall have a heavy duty brass zipper with a hook and eye or button closure

\_\_\_/\_\_\_

Slacks shall have two slack style front pockets, and straight legs

\_\_\_/\_\_\_

Slacks shall be clean, neatly pressed, and free from rips and tears

\_\_\_/\_\_\_

Women's sizes available from 6-20 and 22-28

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

### **Men's Industrial Perma Press Shorts**

Fabric shall be a minimum of 7 ½ oz twill, 65%polyester/ 35% combed cotton

\_\_\_/\_\_\_

Shorts shall be available in a variety of colors

\_\_\_/\_\_\_

Shorts shall have slack style front pockets and 2 hip pockets with darts

\_\_\_/\_\_\_

Shorts shall have a heavy duty brass zipper with a hook and eye or button closure

\_\_\_/\_\_\_

Shorts shall be clean, neatly pressed, and free from rips and tears

\_\_\_/\_\_\_

Men's waist sizes from 28-42 and 44-50

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

### **Lined Jackets**

Thinsulate or polyfill fiber liner

\_\_\_/\_\_\_

Hip or waist length jacket shall be available in a variety of colors

\_\_\_/\_\_\_

Outer fabric shall be 65% polyester, 35% combed cotton

\_\_\_/\_\_\_

Jacket shall have a lined collar with stays

\_\_\_/\_\_\_

Jackets shall have 2 inset pockets and patch pocket on sleeve

\_\_\_/\_\_\_

Jackets shall have adjustable button cuffs

\_\_\_/\_\_\_

Name emblem shall be sewn on right front, agency name emblem sewn on left front,  
at agencies request

\_\_\_/\_\_\_

Emblem colors must be compatible

\_\_\_/\_\_\_

Sizes available from Small-XI and 2X-3X Regular and long lengths

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

### **Knit Shirts**

Polo style short sleeve shirt with 3 button front placket

\_\_\_/\_\_\_

Fabric shall be 50% polyester and 50% cotton mesh knit

\_\_\_/\_\_\_

Shirts shall have matching fashion knit collar

\_\_\_/\_\_\_

Shirts shall be available in a variety of colors

\_\_\_/\_\_\_

Shirts shall be available in men's and women's sizes

\_\_\_/\_\_\_

Men's sizes from small-XI and 2X-3X

\_\_\_/\_\_\_

Women's sizes from small-XI and 2X-3X

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

## **UNIFORM SPECIFICATIONS**

## **YES/NO**

### Shop Coat

Fabric shall be 65% polyester/35% cotton twill

\_\_\_/\_\_\_

Shall have a minimum of 4 patch pockets

\_\_\_/\_\_\_

Shall have concealed snap or button front closure

\_\_\_/\_\_\_

Shall be available in a variety of colors

\_\_\_/\_\_\_

Sizes available from 36-48 and 50-52

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

### Shop Apron

Fabric shall be 65% polyester/ 35% cotton

\_\_\_/\_\_\_

Style shall be a bib apron with pockets

\_\_\_/\_\_\_

Apron shall have an adjustable neck strap

\_\_\_/\_\_\_

Apron shall be a minimum of 28" wide and 29" long

\_\_\_/\_\_\_

One size fits all

\_\_\_/\_\_\_

### Coveralls

Non insulated coveralls made to wear over clothes

\_\_\_/\_\_\_

Coveralls shall have a double sewn crotch seam

\_\_\_/\_\_\_

Shall have a two way brass zipper

\_\_\_/\_\_\_

Shall have elastic side inserts

\_\_\_/\_\_\_

Main seams shall be sewn with a four needle safety stitch

\_\_\_/\_\_\_

Coveralls shall have a one-piece, top stitched collar

\_\_\_/\_\_\_

Shall be available in a variety of colors

\_\_\_/\_\_\_

Waist sizes available from 34-50 and 52-60

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

### Lab Coat (1)

Coat shall be knee length professional style with turn down collar

\_\_\_/\_\_\_

Fabric shall be 100% spun polyester

\_\_\_/\_\_\_

Shall be wrinkle resistant

\_\_\_/\_\_\_

Must be able to choose between button, and snap front

\_\_\_/\_\_\_

Must be able to choose between pockets or no pockets

\_\_\_/\_\_\_

Coat shall have long straight sleeves, no cuff

\_\_\_/\_\_\_

Employee's name shall appear inside each coat at the request of the agency

\_\_\_/\_\_\_

Silk screened patch shall be sewn on left shoulder. Artwork at request of agency

\_\_\_/\_\_\_

Embroidery over left breast pocket as requested by agency. Agency will provide art

\_\_\_/\_\_\_

Coat shall be available in men's and women's sizes

\_\_\_/\_\_\_

Sizes Small-3X

### Lab Coat(2)

Coat shall be knee length professional style with turn down collar

\_\_\_/\_\_\_

Fabric shall be 80% polyester/20% cotton or a blend of 35% cotton

\_\_\_/\_\_\_

Coat shall be single breasted with button front closure

\_\_\_/\_\_\_

Coat shall have long straight sleeves, no cuff

\_\_\_/\_\_\_

Coat shall have a minimum of 3 pockets to include breast pocket

\_\_\_/\_\_\_

With or without side vents at the choice of the employee

\_\_\_/\_\_\_

Employee's name shall appear inside each coat at the request of the agency

\_\_\_/\_\_\_

Silk screened patch shall be sewn on left shoulder. Artwork at request of agency

\_\_\_/\_\_\_

Embroidery over left breast pocket as requested by agency. Agency will provide art

\_\_\_/\_\_\_

Coat shall be available in men's and women's sizes

\_\_\_/\_\_\_

Men's sizes: 36-50, 52-54, and 56-60

\_\_\_/\_\_\_

Women's sizes small-XL and 2X-3X

\_\_\_/\_\_\_

Actual sizes will be determined at fitting

\_\_\_/\_\_\_

## **UNIFORM SPECIFICATIONS**

## **YES/NO**

### **Lab Coat (3)**

Coat shall be knee length professional style with turn down collar	<u>  /  </u>
Fabric shall be 80% polyester/20% cotton or a blend of 35% cotton	<u>  /  </u>
Coat shall be single breasted with button front closure	<u>  /  </u>
Coat shall have long sleeves, with cuffed elastic sleeves	<u>  /  </u>
Coat shall have a minimum of 3 pockets to include breast pocket	<u>  /  </u>
With or without side vents at the choice of the employee	<u>  /  </u>
Employee's name shall appear inside each coat at the request of the agency	<u>  /  </u>
Silk screened patch shall be sewn on left shoulder. Artwork at request of agency	<u>  /  </u>
Embroidery over left breast pocket as requested by agency. Agency will provide art	<u>  /  </u>
Coat shall be available in men's and women's sizes	<u>  /  </u>
Men's sizes: 36-50, 52-54, and 56-60	<u>  /  </u>
Women's sizes small-XL and 2X-3X	<u>  /  </u>
Actual sizes will be determined at fitting	<u>  /  </u>

### **Lapel Coat**

Shall be a 3-button blazer style coat	<u>  /  </u>
Coat shall have three convenient patch pockets	<u>  /  </u>
Coat shall have a lined notched lapel	<u>  /  </u>
Fabric shall be light weight poly cotton poplin	<u>  /  </u>
Coat shall be available in a variety of colors	<u>  /  </u>
Men's sizes: 34-50 and 52-54	<u>  /  </u>
Actual sizes will be determined at fitting	<u>  /  </u>

### **Women's Smocks**

Fabric shall be 80% polyester/ 20%combed cotton	<u>  /  </u>
Smock shall be a ¾ length with 4 buttons	<u>  /  </u>
Collar shall be lined and one piece	<u>  /  </u>
Smock shall have a minimum of 2 lower front pockets	<u>  /  </u>
Smocks shall have a minimum of 2 lower front pockets	<u>  /  </u>
Smock shall have longs sleeves and hemmed cuffs	<u>  /  </u>
Smock shall be available in a variety of colors	<u>  /  </u>
Men's sizes: 34-50 and 52-54	<u>  /  </u>
Actual sizes will be determined at fitting	<u>  /  </u>

### **Men Wrap-Around Smocks**

Style shall be a wrap-around with tie closure, no buttons	<u>  /  </u>
Smock shall be ¾ length with ¾ length sleeves	<u>  /  </u>
Smock shall have pockets on both sides	<u>  /  </u>
Smock shall be available in a variety of colors	<u>  /  </u>
Men's sizes small-XL, 2X and 3X	<u>  /  </u>
Actual sizes will be determined at fitting	<u>  /  </u>

### **Men's Cargo Utility Shorts**

Fabric, Twill	<u>  /  </u>
Fiber, 65/35 polyester/cotton	<u>  /  </u>
Front fly zipper	<u>  /  </u>
Button closure at waistband	<u>  /  </u>
Knee length with 10" minimum inseam	<u>  /  </u>
2 extra deep front pockets	<u>  /  </u>
2 back pockets	<u>  /  </u>
Cargo pockets	<u>  /  </u>
Color: Prefer navy blue, with Khaki as acceptable alternate	<u>  /  </u>

Sizes: 30-44

**UNIFORM SPECIFICATIONS**

      /        
**YES/NO**

Men's Cotton Denim Jeans

Fabric shall be heavyweight 14 oz. 100% cotton denim jean

      /      

Strong doublestitched seams

      /      

Relaxed fit

      /      

Front Fly zipper

      /      

Classic 5 pocket styling

      /      

Men's waist sizes available from 28-42 and 44-50

      /      

Actual sizes will be determine at fitting

      /      

Men and Women's Flame Resistant Pants

Fabric shall be 88% cotton/ 12% nylon twill

      /      

Two front set in pockets and 2 rear pockets

      /      

Front fly brass zipper

      /      

NFPA 70E compliant

      /      

Waist sizes available from 28-42 and 44-50

      /      

Actual sizes will be determine at fitting

      /      

Men and Women's Flame Resistant Long Sleeve Shirts

Fabric shall be 88% cotton/ 12% nylon twill

      /      

Shall have long sleeves

      /      

Shall have 2 chest pockets

      /      

Single button cuff

      /      

Shirts sizes available from SM-4X

      /      

Actual sizes will be determine at fitting

      /      

NFPA 70E compliant

      /      

**SPECIFICATIONS AGREEMENT:**

Bidder's signature and submittal of bid for the above products, indicates bidder agrees to meet all specifications stated above and all information submitted is accurate.

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_